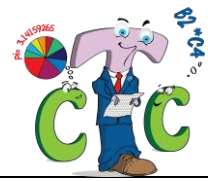




Quick Reference Guide 11

Excel 2013 for Windows

Concatenation



Concatention

Excel has a function, **Concatenate**, which provides a way to join two text strings into one cell. This is a text function and can be accomplished with the function **=CONCATENATE** or the ampersand "&" operator. When creating concatenated text, any characters to be included between the text strings must be typed as a constant in the formula.

For Example:

| First Name | Last Name | Full Name | Formula |
|------------|-----------|-----------------|-------------------------|
| Jean Luc | Picard | Jean Luc Picard | =A2&" "&B2 |
| William | Riker | Riker, William | =B3&", "&A3 |
| Deanna | Troi | Deanna Troi | =CONCATENATE(A4," ",B4) |

Concatenating With the Ampersand (&)

In the example below, the resulting text string should be "1701 D Street, Washington, DC" using the columns Number, Street, City and State which contain the text needed. However, there are no spaces, commas or the text "Street" included in the cells. Using the ampersand (&) operator, the text in the columns can be joined together in one cell and any additional information typed within quote marks (" ").

1. First, begin the formula with an equal (=) sign. Immediately following, select or type the first cell reference.
2. Immediately following the first cell reference, type the ampersand (&) operator.
3. Following the ampersand (&) operator, enter any text to be inserted. Be sure to surround the text within quote marks (" ").
4. Continue with the steps above until all the cells containing part of the text string are included in the formula.

In the example below, the formula included cell C3 followed by a space, then cell D3, followed by a space, the word "Street", a comma and another space, then cell E3, followed by a comma and a space, then cell F3. The result is "1701 D Street, Washington, DC".

| Number | Street | City | State | Formula using Ampersand Operator |
|--------|--------|------------|-------|-----------------------------------|
| 1701 | D | Washington | DC | =C3&" "&D3&" Street, "&E3&", "&F3 |

Concatenating with the Concatenate Function

1. First, begin the formula with an equal (=) sign. Immediately following, type the function CONCATENATE, and then immediately following, type an open parenthesis. Example, =CONCATENATE(
2. Immediately following the parenthesis, enter the first cell reference, followed immediately by a comma. Example, =CONCATENATE(C3,
3. Following the comma, enter any text to be inserted, followed by a comma (.). Be sure to surround the text within quote marks (" "). Example, =CONCATENATE(C3, " ",
4. Continue with the steps above until all the cells containing part of the text string are included in the formula. Remember to separate each reference or text string with a comma (.).
5. Complete the formula by entering a close parenthesis. Example =CONCATENATE(C3," ",D3," Street, ",E3," ",F3)

| Number | Street | City | State | Formula using Concatenate Function |
|--------|--------|------------|-------|---|
| 1701 | D | Washington | DC | =CONCATENATE(C3," ",D3," Street, ",E3," ",F3) |



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